

Professional and Managerial Branch
Cultural Group
Library Series

LIBRARY BRANCH MANAGER

04/90

CHARACTERISTICS OF THE CLASS:

Under general supervision, supervises the operation of a library branch; performs related duties as required.

EXAMPLES OF DUTIES:

Formulates goals, plans and procedures for a branch library. Directs and coordinates the activities of the branch in conjunction with system policy and regulations. Selects materials for the branch and accepts responsibility for selection for a segment of the Library System's collection. Evaluates the branch collection in terms of information from users and potential users.

Plans, prepares and justifies the annual budget for the branch library. Answers reference questions and performs readers' advisory services. Promotes community use of the branch library by speaking to community groups and through other community contacts. Develops and presents library sponsored programs for all age groups. Monitors maintenance of the building and assumes responsibility for reporting on the general condition of the building and repairs needed. Maintains accurate work records, prepares reports, and participates in the overall administration of the Library System through committee or task force assignments.

Recommends selection, supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an ALA accredited college or university with a Master's Degree in Library Science and four (4) years of postgraduate public service library experience, including at least one year of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, techniques and methods in the operation of a public library; considerable knowledge of reference sources, collection development principles and methods; considerable knowledge of computer-based library services; considerable knowledge of library services; good knowledge of supervisory techniques, standards of conduct and work attendance.

Ability to plan and evaluate programs; ability to supervise a large variety of library operations; ability to communicate clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to supervise, train and evaluate assigned personnel; ability to maintain records and prepare reports.

Skill in meeting and dealing effectively with the public.

Special Requirements: Bilingual (English/Spanish) ability desirable.

Physical Requirements: Mobility within an office and library environment; operate a motor vehicle through city traffic.

Licenses and Certificates: Texas class "C" drivers license or an equivalent license issued by another state.

Director of Personnel

Department Head